

HELPFUL LINKS FOR BOARD AND COMMITTEE MEMBERS

OPEN MEETING LAW

<https://www.mass.gov/the-open-meeting-law>

This State webpage has links to Open Meeting Law regulations, the summary/text of the law, FAQs, determinations, complaint information, etc.

OPEN MEETING LAW GUIDE

https://www.mass.gov/files/documents/2018/11/15/2017%20Guide%20with%20ed%20materials_revised%201-30-18.pdf

COVID 19 GUIDANCE and OPEN MEETING LAW

<https://www.mass.gov/service-details/updated-guidance-on-holding-meetings-during-the-covid-19-state-of-emergency>

CHECK LISTS what to include: **AGENDAS/NOTICES, MINUTES, EXECUTIVE SESSION, AND PRELIMINARY SCREENING COMMITTEES**

<https://www.mass.gov/service-details/open-meeting-law-educational-materials>

ETHICS / CONFLICT OF INTEREST

<http://www.mass.gov/ethics/>

ETHICS SUMMARY

<https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipalemployees>

ETHICS TRAINING

<https://www.mass.gov/how-to/complete-the-online-training-program-for-municipal-employees>

STATE RECORDS MANAGEMENT

<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>

MUNICIPAL RETENTION MANUAL

https://www.sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20200406.pdf

MUNICIPAL AGENCY FORMS

<http://www.sec.state.ma.us/arc/arcrmu/rmurds/rdsmaf.htm>

TOWN WEBSITE: WWW.STOW-MA.GOV

GOVERNMENT TAB ➡ DEPARTMENTS ➡ Choose TOWN CLERK
ON TOWN CLERK'S PAGE ➡ CHOOSE BOARD & COMMITTEE MEMBERS

The screenshot shows the Stow, Massachusetts town website. The top navigation bar includes links for About Stow, Government, Visitors, Businesses, Calendars, and Snow day closings in the Town. A search bar and a home icon are also present. The main content area is titled 'Town Clerk' and features a large blue arrow pointing to the 'Board and Committee Members ~ Helpful Links' link in the left sidebar. The sidebar also contains links for 20 Day Appeal Period Letters & Recording Information, 2020 Dog Licenses, About Town Clerk's Office, Business Certificates, General Bylaws, Marriage Licenses, Request for Information Form, and Town Meeting. The main content area displays the town's hours of operation for February 5th, 6th, and 7th. The right sidebar contains 'News & Announcements' including information about 2020 Dog Licenses and Presidential Primary voting.

Hours of Operation:
Please CALL before making a trip to the office:
978-897-5034 **Limited Hours Feb 5 & 6**
Wed, Feb 5th 9am-4pm
Thur, Feb 6th CLOSED
Regular Office Hours

Staff Contacts

Name	Title
Linda E. Hathaway	CMMC, Town Clerk
Debra Seth	Assistant Town Clerk
Catherine Desmond	Assistant Town Clerk

CONTACT INFO TOWN CLERK'S OFFICE

EMAIL: townclerk@stow-ma.gov

PHONE: 978-897-5034

FAX: 978-897-4534